

New Cluster Leader Questionnaire

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| 1. I have met with school administrators to discuss roles and responsibilities for this year. | Yes | No | Not sure |
| 2. I know where to find writing data from last year. | Yes | No | Not sure |
| 3. My school has analyzed writing data and chosen areas of focus for this year. | Yes | No | Not sure |
| 4. My school has a school-wide writing plan and all teachers are familiar with it. | Yes | No | Not sure |
| 5. I know where working folders are kept. | Yes | No | Not sure |
| 6. I know how and when my school scored portfolios last year. | Yes | No | Not sure |
| 7. I know the school/district deadline for portfolios. | Yes | No | Not sure |
| 8. I know the state deadline for portfolios. | Yes | No | Not sure |
| 9. Teachers in my building have up-to-date copies of the Writing Handbook. | Yes | No | Not sure |
| 10. New teachers have an up-to-date copy of the Writing Handbook. | Yes | No | Not sure |
| 11. Teachers in my building are familiar with the Writing Handbook and use materials from it during instruction. | Yes | No | Not sure |
| 12. I am familiar with ethical conferencing practices. | Yes | No | Not sure |
| 13. I have delivered or plan to deliver ethics training to my faculty. | Yes | No | Not sure |
| 14. I have visited and bookmarked the KDE writing page. | Yes | No | Not sure |
| 15. Teachers in my building have visited the KDE writing page. | Yes | No | Not sure |
| 16. I received and read the September CLEM. | Yes | No | Not sure |
| 17. I know who schedules and organizes professional development in my building. | Yes | No | Not sure |
| 18. I have identified my scoring team for spring 2009. | Yes | No | Not sure |
| 19. I have contacted and made plans to support content area teachers in writing instruction. | Yes | No | Not sure |
| 20. I communicate regularly with other instructional leaders in my building (department chairs, literacy coaches, BACs, etc.). | Yes | No | Not sure |
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